UNITED
NATIONS

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Secretariat

ST/SGB/252
20 October 1992

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: SIXTH REPORT OF THE STEERING COMMITTEE FOR THE IMPROVEMENT OF THE STATUS OF WOMEN IN THE SECRETARIAT*

1. The purpose of the present bulletin is to inform staff members of the decisions I have taken on the findings and recommendations contained in the sixth report of the Steering Committee for the Improvement of the Status of Women in the Secretariat.

2. I have accepted the recommendations of the Steering Committee on appointment and promotion procedures. I have accordingly directed that the policy measures announced in paragraph 5 of Secretary-General's bulletin ST/SGB/237 of 18 March 1991 1/ to assist in implementing the targets for the

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* Personnel Manual index No. 1189.

1/ "In departments and offices with less than 35 per cent women overall and in those with less than 25 per cent women at levels P-5 and above, vacancies overall and in the latter group, respectively, shall be filled, when there are one or more female candidates whose qualifications match all the requirements for a vacant post, by one of these female candidates.

"In the area of recruitment, the same policy shall apply with the following exceptions:

"(a) Where the post has been vacant for 18 months and despite the best efforts of all concerned, as certified by the Office of Human Resources Management, it has not been possible to identify or secure a qualified woman candidate during this period;

"(b) The post is being filled through a competitive examination."

representation of women in the Secretariat be incorporated into administrative instructions on appointment and promotion, so that these measures become an integral part of the appointment and promotion process. With regard to the policy measures relating to recruitment, I have decided that the search period before any exceptions can be made should be reduced from 18 months to 12 months.

3. In relation to the secretarial occupation, a restructuring review of jobs has been carried out which has resulted in an increase in the number of higher-level secretarial posts, particularly at the G-5 level. The improved career structure of the occupation will provide a better career path for secretarial staff. The recommendation for personal promotions for a particular group of staff has not been accepted.

4. The Steering Committee also draws attention to the recommendations relating to women in the General Service category contained in its first report, dated July 1986, which was approved by the Secretary-General. In this context, I have asked the Department of Administration and Management to conduct the study recommended by the Steering Committee on the effectiveness of competitive examinations with a view to strengthening the present format of the examinations, and to examine the policy implications and methods by which General Service staff could be enabled to compete for P-3 positions.

5. In accordance with the recommendation of the Steering Committee, I have decided to establish procedures to deal fairly and firmly with cases of alleged sexual harassment in the Secretariat.

6. Finally, I wish to reaffirm my commitment to improving the status of women in the Secretariat and to thank those who have contributed to that objective.

Boutros BOUTROS-GHALI
Secretary-General

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ST/SGB/253
29 October 1992

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: PROMOTION OF EQUAL TREATMENT OF MEN AND WOMEN IN THE SECRETARIAT AND PREVENTION OF SEXUAL HARASSMENT*

1. The Charter of the United Nations sets high standards for the Organization and promotes the observance of those standards throughout the world. Article 8 of the Charter is designed to prevent any form of discrimination based on gender within the Organization. Specifically, that Article states:

> "The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs."

Article 101, paragraph 3, requires the highest standards of integrity from staff members. The Organization thus has the duty to ensure that its staff is treated, and treats one another, with respect, dignity and due regard for personal privacy. Any form of harassment, particularly sexual harassment, at the workplace or in connection with work is contrary to these provisions of the Charter and, consequently, to the policy of the Organization; it is a violation of the standards of conduct expected of every international civil servant and may lead to disciplinary action.

2. In 1979, guidelines for promoting equal treatment of men and women in the Secretariat were issued, then reissued as information circular ST/IC/79/17/Rev.1 of 8 March 1982. Those guidelines have now been updated and strengthened. They are reissued as information circular ST/IC/1992/67 of 29 October 1992.

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* Personnel Manual index No. 1165.

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3. To address the problem of sexual harassment, which constitutes unacceptable behaviour for staff working in the United Nations, administrative instruction ST/AI/379 of 29 October 1992 defines sexual harassment and establishes informal and formal procedures for dealing with incidents of sexual harassment.

4. It is my firm belief that, through the strict observance of the principles, policies and procedures set out in those administrative documents, staff members will avoid actions or words which would prevent the full participation of any of their colleagues in the work of the Organization under conditions of equality and respect for everyone and will promote a harmonious working environment.

Boutros BOUTROS-GHALI
Secretary-General

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ST/SGB/254
2 November 1992

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: DESIGNATION OF A DIRECTOR OF PERSONNEL TO HEAD THE OFFICE OF HUMAN RESOURCES MANAGEMENT*

1. Effective immediately the Office of Human Resources Management of the Department of Administration and Management will be headed by an official at the Director (D-2) level, with the title "Director of Personnel".

2. The Director of Personnel will exercise the same functions and authority formerly exercised by the Assistant Secretary-General for Human Resources Management.

3. References to the Assistant Secretary-General for Human Resources Management in all current administrative issuances should be considered as amended to reflect the new designation.

Boutros BOUTROS-GHALI
Secretary-General

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* Personnel Manual index No. 98.

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